

**TOWN OF CHESTER  
PLANNING BOARD  
APPLICATION  
PLEASE TYPE OR PRINT LEGIBLY**

**DEADLINE FOR NEW SUBMISSIONS IS TWO (2) WEEKS PRIOR TO THE FIRST WEDNESDAY OF THE MONTH TO BE DELIVERED TO THE PLANNING BOARD OFFICE AT TOWN HALL. THE PROJECT WILL BE PLACED ON THE NEXT AVAILABLE AGENDA.**

**APPLICANT MUST PROVIDE THE FOLLOWING:**

- \* TWELVE (12) COLLATED SETS (ONE ORIGINAL AND 11 COPIES) OF ALL PAPERWORK**
- \* ONE (1) CD OF PLANS IN PDF FORM**
- \* ANY FEES THAT APPLY (CHECK PAYABLE TO THE TOWN OF CHESTER**
- \* WRITTEN NARRATIVE DESCRIBING PROPOSED PROJECT I.E. PROPOSED USE, ANTICIPATED TRAFFIC FLOW, PARKING, NUMBER OF EMPLOYEES, HOURS OF OPERATION, LIGHTING, LANDSCAPING, ETC,**
- \* ENVIRONMENTAL ASSESSMENT FORM**
- \* DISCLOSURE ADDENDUM STATEMENT**
- \* NOTARIZED PLANNING BOARD DISCLAIMER STATEMENT**
- \* AGRICULTURAL DATA STATEMENT IF APPLICABLE, ACCOMPANIED BY A STAMPED ADDRESSED ENVELOPE TO EACH IDENTIFIED OPERATION ALONG WITH COPIES OF THE TAX MAP INDICATING LOCATION OF PROPOSED ACTION TO THE FARMING OPERATION.**
- \* NOTARIZED OWNERS AUTHORIZATION FOR REPRESENTATIVE TO ACT OF HIS/HER BEHALF ( IF APPLICABLE)**

**PLEASE NOTE: APPLICATION WILL BE DEEMED INCOMPLETE IF ALL INFORMATION, FEES AND CORRECT AMOUNT OF COPIES ARE NOT PROVIDED.**

**TOWN OF CHESTER  
PLANNING BOARD SUBDIVISION APPLICATION**

DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

OWNER OF PROPERTY (IF NOT SAME AS ABOVE)

\_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE # \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PERSON WHO IS RESPONSIBLE FOR ANY FEES INCURRED  
AND WHO IS TO RECEIVE STATEMENTS:**

NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

CONTACT PHONE # \_\_\_\_\_

**PROPERTY DESCRIPTION:**

TAX MAP SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

LOCATION OF PROPERTY \_\_\_\_\_

TOTAL ACREAGE \_\_\_\_\_ PRESENT ZONING \_\_\_\_\_

NAME OF PROJECT  
\_\_\_\_\_

INTENDED USE  
\_\_\_\_\_

NUMBER OF LOTS  
\_\_\_\_\_

PROJECT ENGINEER \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ LICENSE # \_\_\_\_\_

PROJECT ATTORNEY \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

\_\_\_\_\_  
PROJECT NAME

PRESUBMISSION  
PLAN ELEMENT CHECKLIST FOR  
PRELIMINARY & FINAL MINOR SUBDIVISION

The following checklist items shall be incorporated on the Subdivision Plat prior to consideration of being placed on the Planning Board Agenda.

1. \_\_\_\_ Name and address of applicant.
2. \_\_\_\_ Name and address of owner (if different from applicant).
3. \_\_\_\_ Subdivision Location.
4. \_\_\_\_ Tax Map Data (Section-Block-Lot).
5. \_\_\_\_ Location map at a scale of 1" = 2,000 ft. or less on a tax map or USCGS map base, only with property outlined.
6. \_\_\_\_ Zoning table showing what is required in the particular zone and what applicant is proposing. A table is to be provided for each proposed lot.
7. \_\_\_\_ Show zoning boundary if any portion of proposed site is within or adjacent to a different zone.
8. \_\_\_\_ Date of plan preparation and/or plan revisions.
9. \_\_\_\_ Scale the plan is drawn to (Max 1" = 100')
10. \_\_\_\_ North arrow pointing generally up.
11. \_\_\_\_ Planning Board Approval Box near lower right corner of plans (2½"x4") for Stamping.
12. \_\_\_\_ Plan Legend (symbols & labels)
13. \_\_\_\_ Surveyor's & Engineer's Certification and Title Block.
14. \_\_\_\_ Surveyor's seal and signature.
15. \_\_\_\_ Name of adjoining owners.
- \*16. \_\_\_\_ Wetlands and required buffer zone with an appropriate note regarding DEC or ACOE requirements as applicable.

17. \_\_\_ Delineation of soil unit boundary lines from Orange County Soils Survey.
18. \_\_\_ Delineation of wooded areas and isolated trees with diameters of 12 inches or greater measured 3 feet up from base of trunk. Show clearing limits.
19. \_\_\_ Agricultural activity warning notes, if applicable.
- \*20. \_\_\_ Flood plain boundaries.
- \*21. \_\_\_ Certified sewerage system and water supply design and placement by a Licensed Professional Engineer must be shown on plans.
- \*22. \_\_\_ Metes and bounds of all lots.
23. \_\_\_ Name and width of adjacent streets; the road boundary is to be a minimum of 25 ft. from the physical center line of the street with dedication offerings as required.
24. \_\_\_ Show existing or proposed easements (note restrictions).
- \*25. \_\_\_ Right-of-way width and Rights of Access and Utility Placement.
- \*26. \_\_\_ If applicable, road profile and typical section of type(s) of road proposed. Indicate any desired waivers (sidewalks, street trees, street lampposts, etc.)
27. \_\_\_ Lot area (in sq. ft. for each lot less than 2 acres).
28. \_\_\_ Number of lots including residual lot.
29. \_\_\_ Show any existing waterways, including intermittent streams.
30. \_\_\_ A note stating a road maintenance agreement is to be filed in the County Clerk's Office where applicable.
31. \_\_\_ Applicable note pertaining to owner's review and concurrence with plat together with owner's signature.
32. \_\_\_ Show any improvements, i.e, drainage systems, water lines, sewer lines, etc.
33. \_\_\_ Show all existing houses, accessory structures, wells and septic systems on and within 200 ft. of the parcel to be subdivided.
34. \_\_\_ Show topographical data with 2 ft. contours extending 100' from property line utilizing USGS datum.
35. \_\_\_ Indicate any reference to a previous subdivision, i.e., filed map number, date and previous lot number.

\*36. \_\_\_ Stormwater Management and Erosion and Sedimentation Control Plans.

37. \_\_\_ If a private road, Town Board approval of name is required, and notes on the plan that no Town services will be provided and a street sign (per Town specs) is to be furnished and installed.

The following is to be included in the Project Narrative:

38. \_\_\_ Number of acres to be cleared or timber harvested.

39. \_\_\_ Estimated or known cubic yards of material to be excavated and removed from the site.

40. \_\_\_ Estimated or known cubic yards of fill required.

41. \_\_\_ The amount of grading expected or known to be required to bring the site to readiness.

42. \_\_\_ Type and amount of site preparation which falls within the 100 ft. buffer strip of State Wetlands. Please explain in sq. ft. or cubic yards.

43. \_\_\_ Any amount of site preparation within a 100 year floodplain or any water course on the site. Please explain in sq. ft. or cubic yards.

44. \_\_\_ Check here if sketch plan conference is requested.

\* Checklist items marked with \* can await results of Sketch Plan conference.

Mark "N/A" for non-applicable items.

The plan for the proposed subdivision has been prepared in accordance with this checklist.

By: \_\_\_\_\_  
Applicant's Licensed Professional

Date: \_\_\_\_\_

This list is designed to be a guide ONLY. The Town of Chester Planning Board may require additional notes or revisions prior to granting approval.

TOWN OF CHESTER PLANNING BOARD

\_\_\_\_\_  
PROJECT NAME

PRESUBMISSION  
PLAN ELEMENT CHECKLIST FOR  
PRELIMINARY MAJOR SUBDIVISION

The following checklist items shall be incorporated on the Subdivision Plat prior to consideration of being placed on the Planning Board Agenda.

1. \_\_\_\_ Name and address of applicant.
2. \_\_\_\_ Name and address of owner (if different from applicant).
3. \_\_\_\_ Subdivision Location.
4. \_\_\_\_ Tax Map Data (Section-Block-Lot).
5. \_\_\_\_ Location map at a scale of 1" = 2,000 ft. or less on a tax map or USCGS map base only with property outlined.
6. \_\_\_\_ Zoning table showing what is required in the particular zone and what applicant is proposing. A table is to be provided for each proposed lot.
7. \_\_\_\_ An indication of any special proposal (Cluster, Open Area Development, Planned Adult Community) together with applicable bulk table information.
8. \_\_\_\_ Show zoning boundary if any portion of proposed site is within or adjacent to a different zone.
9. \_\_\_\_ Date of plan preparation and/or plan revisions.
10. \_\_\_\_ Scale the plan is drawn to (Max 1" = 100')
11. \_\_\_\_ North arrow pointing generally up.
12. \_\_\_\_ Planning Board Approval Box near lower right corner of plans (2½"x4") for Stamping.
13. \_\_\_\_ Plan Legend (symbols and labels)
14. \_\_\_\_ Surveyor's & Engineer's Certification and Title Block
15. \_\_\_\_ Surveyor's seal and signature.
16. \_\_\_\_ Name of adjoining owners.

- \*17. \_\_\_ Wetlands and required buffer zone with an appropriate note regarding DEC or ACOE requirements as applicable.
- 18. \_\_\_ Delineation of soil unit boundary lines from Orange County Soils Survey.
- 19. \_\_\_ Delineation of wooded areas and isolated trees with diameters of 12 inches or greater measured 3 feet up from base of trunk. Show clearing limits.
- 20. \_\_\_ Agricultural activity warning notes, if applicable.
- \*21 \_\_\_ Flood plain boundaries.
- \*\*22. \_\_\_ Certified sewerage system and water supply design and placement by a Licensed Professional Engineer must be shown on plans.
- \*\*23. \_\_\_ Metes and bounds of all lots.
- 24. \_\_\_ Name and width of adjacent streets; the road boundary is to be a minimum of 25 ft. from the physical center line of the street with dedication offerings as required.
- 25. \_\_\_ Show existing or proposed easements (note restrictions).
- \*26. \_\_\_ Right-of-way width and Rights of Access and Utility Placement.
- \*27. \_\_\_ Road profile and typical section of type(s) of road proposed. Indicate any desired waivers (sidewalks, street trees, street lampposts, etc.)
- 28. \_\_\_ Lot area (in sq. ft. for each lot less than 2 acres).
- 29. \_\_\_ Number of lots including residual lot.
- 30. \_\_\_ Show any existing waterways, including intermittent streams.
- 31. \_\_\_ A note stating a road maintenance agreement is to be filed in the County Clerk's Office where applicable.
- 32. \_\_\_ Applicable note pertaining to owner's review and concurrence with plat together with owner's signature.
- 33. \_\_\_ Show any improvements, i.e, drainage systems, water lines, sewer lines, etc.
- 34. \_\_\_ Stormwater Management and Erosion and Sedimentation Control plans.
- 35. \_\_\_ Show all existing houses, accessory structures, wells and septic systems on and within 200 ft. of the parcel to be subdivided.
- 36. \_\_\_ Show topographical data with 2 ft. contours extending 100' from property line utilizing USGS datum.



37. \_\_\_ Indicate any reference to a previous subdivision, i.e., filed map number, date and previous lot number.
38. \_\_\_ If a private road, Town Board approval of name is required, and notes on the plan that no Town services will be provided and a street sign (per Town specs) is to be furnished and installed.

The following is to be included in the Project Narrative:

39. \_\_\_ Number of acres to be cleared or timber harvested.
40. \_\_\_ Estimated or known cubic yards of material to be excavated and removed from the site.
41. \_\_\_ Estimated or known cubic yards of fill required.
42. \_\_\_ The amount of grading expected or known to be required to bring the site to readiness.
43. \_\_\_ Type and amount of site preparation which falls within the 100 ft. buffer strip of State Wetlands. Please explain in sq. ft. or cubic yards.
44. \_\_\_ Any amount of site preparation within a 100 year floodplain or any water course on the site. Please explain in sq. ft. or cubic yards.
45. \_\_\_ Check here if sketch plan conference is requested.

- \* Checklist items marked with \* can await results of Sketch Plan conference.
- \*\* Checklist items marked with \*\* can await Final Subdivision Approval request.

Mark "N/A" for non-applicable items.

The plan for the proposed subdivision has been prepared in accordance with this checklist.

By: \_\_\_\_\_  
Applicant's Licensed Professional

Date: \_\_\_\_\_

This list is designed to be a guide ONLY. The Town of Chester Planning Board may require additional notes or revisions prior to granting approval.

**OWNER AUTHORIZATION**

**State of New York  
County of Orange**

I \_\_\_\_\_  
Owner

residing at \_\_\_\_\_  
Owner Address

being the owner of premises \_\_\_\_\_  
Property Location

also known as Orange County Tax Map # \_\_\_\_\_  
Tax Map #

hereby authorize \_\_\_\_\_  
Agent

whose mailing address is \_\_\_\_\_  
Agent address

to appear on my behalf before the Planning Board of the Town of Chester,  
and to file any documents required with reference to my application for :

\_\_\_\_\_  
I hereby allow my agent, whose name appears above, to act on my behalf  
and I further agree to abide by any requirements imposed by the Board as a  
condition of their approval.

\_\_\_\_\_  
Owner Signature

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 201 \_\_\_\_\_

**DISCLOSURE ADDENDUM STATEMENT TO APPLICATION,  
PETITION AND REQUEST**

Mindful of the provisions of Section 809 of the General Municipal Law of the State of New York, and of the Penal provisions thereof as well, the undersigned applicant states that no State Officer, Officer or Employee of the Town of Chester, or Orange County, has any interest, financial or otherwise, in this application or with, or in the applicant as defined in said Statute, except the following person or persons who is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated:

\_\_\_\_\_ NONE

\_\_\_\_\_ NAME, ADDRESS, RELATIONSHIP OR INTEREST  
(financial or otherwise)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following Board or Officer of the Town of Chester.

\_\_\_\_\_ TOWN BOARD

\_\_\_\_\_ PLANNING BOARD

\_\_\_\_\_ ZONING BOARD OF APPEALS

\_\_\_\_\_ BUILDING INSPECTOR

\_\_\_\_\_ OTHER

\_\_\_\_\_ DATED

\_\_\_\_\_ INDIVIDUAL APPLICANT

\_\_\_\_\_ CORPORATE APPLICANT

\_\_\_\_\_ (PRES.) (PARTNER) (VICE  
PRES.) (SEC) (TREAS)

**PLANNING BOARD DISCLAIMER STATEMENT**  
**TO APPLICANTS**

The applicant is advised that the Town of Chester Municipal Code which contains the Town's Zoning Law, is subject to amendment. Submission of an application to this Board does not grant the applicant any right to continued review under the code's current standards and requirements. It is possible that the applicant will be required to meet changed standards or new code requirements made while the application is pending.

An approval by this Board does not constitute permission, nor grant the right to connect to or use municipal services such as sewer, water or roads. It is the applicant's responsibility to apply for and obtain the Town of Chester and other agency approvals not within this Board's authority to grant.

The applicant hereby acknowledges, consents, and agrees to the above.

\_\_\_\_\_  
DATED

\_\_\_\_\_  
APPLICANT'S NAME (PRINTED)

\_\_\_\_\_  
APPLICANT'S SIGNATURE

Notary Public  
State of NY  
County of Orange

I hereby depose and say that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto are true, that the application rules have been read and the requirements therein set forth are fully met. Further, I understand that compliance with the Town of Chester Zoning Ordinance and the Subdivision Regulations shall be the sole responsibility of the applicant and the owner or their representatives, and that compliance with the subject matter contained therein shall be deemed part of this application.

\_\_\_\_\_  
Signature of Applicant

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_ 201 \_\_\_\_\_

\_\_\_\_\_  
Notary Public